

Contract No. EP-C-09-020
Work Assignment No. 3-04 - Performance Work Statement

1. Title: Coastal Wetland Reviews

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3. Summary: The purpose of this work assignment is to request the Contractor to provide the following services:

- A. Review additional participants' comments (e.g. Federal Interagency Coastal Wetlands Workgroup) in the body of the report and appendices, and address these comments received on the Galveston Coastal Wetland Review (CWR) Report. Incorporate the revisions, edit and update this report, and reflow/reformat in final layout/design with the Gulf of Mexico Overview and Mississippi Coastal Watershed Review Report.
- B. Finalize an Executive Summary inclusive of all the Coastal Wetland Review Reports (MidAtlantic, South Atlantic, North Atlantic, and Gulf of Mexico). Incorporate EPA comments on draft version prepared by ERG under previous Period of Performance, and reflow/reformat in final layout/design.
- C. Prepare, present, and facilitate a webinar. Prepare slides using those produced from the on-site CWRs. Update/revise them as necessary to include summary findings of all the regional coastal wetland reviews such as top stressors, data gaps, and identify approaches/tools/techniques. Present slides to webinar participants, and address questions raised by attendees.
- D. Capture questions and points submitted in writing during webinar that were not able to be addressed orally during the course of the webinar. Provide draft summary questions and answers for WAM's review and comment. After WAM's approval, the Contractor shall provide final Summary notes.
- E. Provide electronic copies of documents/reports from CWRs (in InDesign and pdf form documents), and individual images/graphics from CWR Reports and Executive Summary (e.g. masthead, CCAP pie charts, photos from on-site visits, or maps of HUCs).

4. Period of Performance: Date of Approval to February 28, 2013.

5. Background: EPA's Wetlands Division and Oceans (WD) and Coastal and Ocean Protection Division (OCPD) formed an EPA Coastal Wetlands Team (CWT) with the goals of:

- 1. Better understanding stressors leading to coastal wetland loss;
- 2. Identifying and disseminating tools, strategies, policies and information to protect and restore coastal wetland resources and;

3. Raising awareness of the functions and values of, threats to, and opportunities to protect and restore coastal wetlands.

Consistent with other federal agencies, EPA is defining coastal wetlands as tidal and freshwater wetlands within, HUC-8 (Hydrologic Unit Code 8 (HUC-8) is a 8-digit or watershed classification code) watersheds that are either below the head of tide and draining to the Atlantic, Pacific or Gulf of Mexico; or drain directly to the Great Lakes. For the Performance Work Statement (PWS), the term 'CWR focal HUC-8 watershed' is this coastal wetlands area that was reviewed.

There are two recent reports which were instrumental in the creation of EPA's Coastal Wetlands Team (CWT). The first report by the Association of State Wetland Managers (ASWM) recommended a national wetlands and climate change initiative to reduce impacts to wetlands, help wetlands to adapt and respond to climate change and provide leadership among programs.¹ ASWM called for the following:

1. For the initiative to include facilitation among climate, watershed and coastal zone programs;
2. A survey of wetlands and climate policies, programs and other efforts;
3. A comprehensive wetlands and climate change website; and
4. Identification and dissemination of best management practices to protect and help wetlands adapt to impacts of climate change.

The second report by National Oceanic and Atmospheric Administration (NOAA) and U. S. Fish and Wildlife Service (USFWS) found from 1998 to 2004, wetlands in coastal watersheds in the Great Lakes, Atlantic and Gulf coasts have experienced an average net decrease of 59,000 acres per year.²

The CWT will undertake an effort to see what array of actions might reduce or reverse the trends in coastal wetland loss.³ To do so, EPA will review regulatory and voluntary efforts by federal, regional, state and local partners and assess whether successful strategies to protect and restore coastal wetlands can be replicated in separate watersheds. Findings will then be used to inform decisions and program policies to reduce or reverse coastal wetland loss nationally. For example, CWT will work with the Interagency Coastal Wetlands Workgroup partners to develop or improve strategies for federal agencies to reduce or reverse coastal wetland losses, such as changes to permitting, mapping/assessment, conservation or grant programs.

6. Description of Tasks:

Task 1a: Development of a revised Work Plan and Cost Estimate

The Contractor shall develop a work plan and estimated total cost. It is expected that this document would be under 15 pages in length and include proposed staff and their hours, budget, quality control plan, technical approach, deliverables and their schedule.

Task 1b: Development of a P-QAPP

The Contractor shall develop a Project-specific Quality Assurance Project Plan (P-QAPP) and submit it for EPA approval. It is expected that this separate deliverable would not be more than 8-10 pages in length. The P-QAPP or Quality Statement must be specific to the Coastal Wetland Reviews Work

¹ Association of State Wetland Managers (unpublished), Recommendations for a National Wetlands and Climate Change Initiative, January 12, 2009 draft.

² Stedman and Dahl (2008), Status and Trends of Wetlands in the Coastal Watersheds of the Eastern United States: 1998-2004.

³ The EPA CWT defines *coastal wetland loss* as "a decline in the areal extent or ecological integrity (function and condition) of wetlands in coastal watersheds."

Assignment (WA). The P-QAPP shall document how quality assurance and quality control shall be applied to each task and deliverable within the Task Order, in particular the selection, use, and documentation of existing data. In addition, the contractor shall document relevant QA activities that are associated with any deliverable in the Monthly Progress Reports.

Task 2: Provide Support with Regional Coastal Wetland Reviews

The Contractor shall provide support services for the following Post-CWR support-

- A. Review additional participants' comments (estimated one to six sets comments; e.g., Interagency Coastal Wetlands Workgroup members, which includes the Army Corp of Engineers) in the body of the report and appendices, and address these comments received on the Gulf of Mexico – Galveston Coastal Wetland Review Report. Incorporate the revisions, edit and update this report, provide edited draft to EPA for review, incorporate EPA comments (approximately one to two rounds), and reflow/reformat in final layout/design with Gulf of Mexico Overview including the Mississippi Coastal Watershed Review Report. Provide draft in final layout/design to EPA WAM for review and incorporate any final edits (estimated one round).
- B. Finalize one Executive Summary inclusive of all four of the Coastal Wetland Review Reports (MidAtlantic, South Atlantic, North Atlantic, and Gulf of Mexico and their focal watersheds). Incorporate EPA comments on draft version prepared by ERG under the previous Period of Performance work assignment, and reflow/reformat in final layout/design. Provide edited draft in final layout/design to EPA WAM for review; incorporate one additional round of EPA comments, if necessary.
- C. **Quality Assurance:** Existing data will be used in this analysis. The tasks in this work assignment require the use of secondary data found in the literature, or provided by EPA, Federal Inter-Agency Coastal Wetlands Workgroup members, and State and local Coastal Wetland Review participants. The contractor shall adhere to the contract level Quality Management Plan (QMP), and the generic, contract-level quality assurance project plan (QAPP), if any. In addition, the contractor will be required to develop and submit for EPA approval a project-specific quality assurance project plan (P-QAPP) or quality statement, specific to the Work Assignment (WA), beyond those in the contract's QMP and QAPP. The P-QAPP shall document how quality assurance and quality control shall be applied to each task and deliverable within the Task Order, in particular the selection, use, and documentation of existing data. In addition, the contractor shall document relevant QA activities that are associated with any deliverable. The contractor shall submit the P-QAPP to the Work Assignment Manager for EPA approval. No billable costs related the collection or use of environmental data or information shall be incurred until EPA has approved the P-QAPP.

Task 3: Provide Support with Outreach

- A. Prepare, present, and facilitate two 2-hour webinars (we anticipate one webinar covering North and Mid Atlantic and one webinar covering South Atlantic and Gulf (including Mississippi Coastal Watershed), though the final configuration will be specified in a Technical Directive. It is expected that the number of participants for each webinar will not exceed 50 individuals (ideally others that did not participate in Coastal Wetland Reviews (CWRs). The contractor shall be required to prepare slides using those produced from the on-site CWRs and update/revise them as necessary to include summary findings of all of the regional CWRs, such as top stressors, data gaps, approaches/tools/techniques raised, and possible actions going forward. The contractor also shall:

Provide draft slides to the WAM for review and comment: Incorporate the WAM's comments:
Provide final slides: Conduct a practice run of webinar: and make adjustments to slides as necessary.

- B. In conducting the webinars, the contractor shall present slides to participants and address questions raised by attendees. It is expected that the slides will not exceed 25 in total. EPA will take the lead on webinar logistics using available technology and the invitations to targeted groups and individuals.
- C. The contractor shall capture and consolidate questions and points submitted in writing during the webinar that were not able to be addressed orally during the course of the webinar. The contractor shall provide a draft summary of the questions and answers for the WAM's review and comment. After the WAM's approval, the Contractor shall provide a final Summary.
- D. To enhance EPA's outreach to stakeholders regarding the findings of the CWRs, the contractor shall provide electronic web-ready copies of documents/reports from CWRs and the Executive Summary (in InDesign and pdf form documents), and individual images/graphics from CWR Reports and Executive Summary (e.g. masthead, CCAP pie charts, photos from on-site visits, or maps of HUCs) for EPA's Coastal Wetlands Webpage.

Deliverables:

The Contractor shall provide the following deliverables:

TASK	DELIVERABLES	DUE DATE TO EPA
Task 1a	The Contractor shall develop a revised work plan and cost estimate.	Due within 21 calendar days of issuance of the work assignment
Task 1b	The Contractor shall develop and submit for EPA approval a project-specific quality assurance project plan (P-QAPP) or quality statement, specific to the Work Assignment.	Due 7 business days after issuance of work assignment
Task 2	<p><u>Galveston Coastal Wetland Review report</u></p> <p>A. Review additional participants' comments (estimated one to six sets; e.g., Interagency Coastal Wetlands Workgroup members, which includes the Army Corp of Engineers) in the body of the report and appendices, and address these comments received on the Gulf of Mexico – Galveston Coastal Wetland Review Report. Incorporate the revisions, edit and update this report, provide edited draft to EPA for review, incorporate EPA comments (<u>approximately one to two rounds</u>), and reflow/reformat in final layout/design with Gulf of Mexico Overview including the Mississippi Coastal Watershed Review Report. Provide draft in final layout/design to EPA for review and incorporate any final edits (estimated one round).</p> <p><u>Executive Summary</u></p> <p>B. Finalize an Executive Summary inclusive of all the Coastal Wetland Review Reports (MidAtlantic, South Atlantic, North Atlantic, and Gulf of Mexico).</p>	<p>Incorporate Workgroup Comments on Galveston Report two weeks after receiving them from WAM, and submit to EPA for approval.</p> <p>Address any EPA-requested revisions and put report into final design/layout within two weeks of EPA approval</p> <p>Final Executive Summary Due by July 19, 2012</p>

	Incorporate EPA comments on draft version prepared by ERG under previous Period of Performance, and reflow/reformat in final layout/design.	
Task 3	<p><u>Prepare, present, and facilitate two 2 hour webinars</u></p> <p>A. Provide draft slides to WAM for review and comment. Incorporate WAM's comments and provide final slides. Conduct a practice run of webinar and make adjustments to slides as necessary.</p> <p>B. Conduct webinar and present slides to webinar participants, and address questions raised by attendees.</p> <p>C. Capture and consolidate questions and points submitted in writing during webinar that were not able to be addressed orally during the course of the webinar. Provide draft summary questions and answers for WAM's review and comment. After WAM's approval, the Contractor shall provide final Summary.</p> <p><u>Enhance EPA's Coastal Wetlands Webpage</u></p> <p>D. To enhance EPA's outreach to stakeholders regarding the findings of the CWRs, the contractor shall provide electronic web-ready copies of documents/reports from CWRs and Executive Summary (in InDesign and pdf form documents), and individual images/graphics from CWR Reports and Executive Summary (e.g. masthead, CCAP pie charts, photos from on-site visits, or maps of HUCs) as specified by the WAM.</p>	<p>Draft Slides Due by August 13, 2012</p> <p>Final Slides Due by August 27, 2012, practice run date to be determined</p> <p>Dates of Webinars To Be Determined – Will be Specified in Technical Directive</p> <p>Draft Summary Due 3 weeks after each Webinar, Final Due 2 Weeks after WAM review</p> <p>Due by July 23 , 2012</p>

8. General Work Assignment Requirements:

1. Due Dates: The contractor shall notify the WAM in advance if a due date will not be met and request a revised date.
2. Draft Documents: The contractor is required to submit draft documents for WAM's review. Draft documents shall be prepared in an electronic format (MS Word, tif/gif, pdfPowerPoint, InDesign). The WAM will provide comments on the draft submissions prior to submission of the final documents.
3. Final Documents: The contractor shall submit final documents both electronically (MS Word, tif/gif, pdf, PowerPoint, InDesign) and in hardcopy as specified by the WAM.